**Holland Road Elementary School**

**Parents/Guardians**

**Creating an Account**

1. Go to the address for your school:  <http://www.parentinterviews.com/holland-road>
2. Click the **Create New Account** button.
3. Enter your name, email address, phone number, and choose a password.
4. Click **Continue**.

**How do I change or reset my password?**

1. Go to the address for your school: <http://www.parentinterviews.com/holland-road>
2. Click the **Forgot Password?** link below the login form.
3. Enter your email address in the field and click **Continue**.
4. Check your email - follow the link contained in the email.
5. Enter your new password into the **Password** and **Confirm Password** fields and click **Continue**.
6. Your password has been updated - you can now log in as usual.

**Scheduling Appointments**

1. Click **Make Appointments** from the main menu.
2. Add a *Student* to your account by completing the form.
* if you have already added student(s) to your account you won't see this step
1. Select the *Student(s)* you would like to book appointments for from the list.
2. Choose a date, or a specific timespan, from the available options.



1. Choose the *Teacher(s)* which you would like to meet with from the available options.
* if you are scheduling appointments for more than one *Student* this step will be repeated 
1. For each *Teacher*, use the dropdown menus to select from the available appointment times.
2. Click **Continue** to reserve your appointment times.

**Changing the time or date of an existing appointment**

1. Click **My Schedule** from the main menu.
2. Find the appointment you would like to modify in the list of appointments.
3. Click the **Edit Appointment** button in the right-hand column of the appointment row.
4. Change the *Date* or *Time* of your appointment by using the dropdown menus to select from the available options>
5. Click **Continue** to save your changes.

**Cancelling an appointment**

1. Click **My Schedule** from the main menu.
2. Find the appointment you would like to cancel in the list of appointments.
3. Click the **Cancel Appointment** button in the right-hand column of the appointment row.
4. The *Appointment* has been cancelled.

**Adding a child to your account**

1. Click **My Account** from the main menu.
2. Click **My Children** from the dropdown menu.
3. Click **Add Child**.
4. Complete the *First Name* and *Last Name* fields.
5. Click **Continue**.